



NORTH FORK RANCHERIA OF MONO INDIANS OF CALIFORNIA

JOB DESCRIPTION

JOB TITLE: Administrative Assistant	SALARY SCALE: G4-G5 RUS-2023
DEPARTMENT: Dept. of Children & Family Services	SALARY RANGE: \$33,693 - \$49,009
REPORTS TO: DCFS Director	STATUS: Non-exempt

JOB SUMMARY:

Under the general direction of the DCFS Director, the DCFS Administrative Assistant shall be willing to accept and receive such assignments, but not limited to those listed below. The person assigned to the DCFS Administrative Assistant classification is an “at-will” employee.

DUTIES & RESPONSIBILITIES:

- Maintains files, processes invoices, and drafts meeting notes or minutes.
- Draft monthly activity reports to the Tribal Council, NFR Administration, Directors, and Tribal Citizens.
- Serve as lead in outreach efforts directed to the Tribal Community regarding departmental events, initiatives, and education campaigns.
- Arranges and participate in community meetings and training.
- Plans and coordinates ICWA events, organize logistics, and purchase necessary supplies.
- With increased experience and additional specific training, other duties will be assigned for subject matter expertise related to departmental resource protection.
- Perform emergency response functions as directed.
- Attends and actively participates in all meetings (e.g., department meetings, program meetings, employee staff meetings) and other activities as required or assigned.
- Attends workshops/seminars to increase skills and knowledge to improve their ability to approach work effectively.
- Supports the organization’s overall needs by working flexible or extended hours when necessary.
- Supports the organization’s needs by traveling to other NFR sites when staffing needs dictate the need for additional personnel.
- Demonstrates awareness of and compliance with the organizational mission and objective of NFR to provide support services for all community members.
- Supports staff development by completing the required hours of continuing education each year.
- Maintains confidentiality and respect for information regarding clients and other team members; abides by NFR Rules of Confidentiality and general privacy regulations regarding privacy.
- Displays a positive, professional, and respectful demeanor toward employees, peers, professional contacts, and Tribal members, maintaining a professional appearance and positive image for the organization.
- Contributes to the team by promoting positive staff interaction, maintains open communication with other programs/departments, and works to solve issues as they arise in the work environment.
- Other work-related duties as assigned by supervisor. Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing.



NORTH FORK RANCHERIA OF MONO INDIANS OF CALIFORNIA

Qualifications:

- Must possess a High School Diploma or GED.
- Minimum of two (2) years of directly related administrative experience combined with Education and Experience.
- Valid driver's license.
- Knowledge of Tribal Governments. Tribal and local Native Communities.
- Able to quickly build and maintain rapport with clients and providers of differing backgrounds, team player.
- Client service oriented.
- Familiar with adult learning and general training techniques.
- Positive professional insight.
- Flexibility and dependability.
- Demonstrated good problem-solving skills and sound judgment.
- Effective supporting skills.
- Modern office practices and procedures, including scanning, faxing, etc.
- Intermediate to advanced software skills with MS Office suite (Word, Excel, Outlook, PowerPoint, Publisher, Visio, SharePoint). Experience working with HRIS systems and employee portals.
- Attention to detail and excellent follow-through on work tasks.
- Able to handle multiple tasks simultaneously.

ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:

Work generally occurs within an office environment. Air quality is good, with adequate lighting at desks/workstations. Noise conditions are moderate and limited to self and others on telephone calls and general interactions with coworkers and the public. Must also perform within an office environment but not limited to:

- Lift up to 20 pounds and push up to 50 pounds (on wheels).
- Must be able to listen to staff on the phone and those served in person and speak clearly to communicate information to clients and staff.
- Read memos, computer screens, personnel forms, and clinical and administrative documents.
- Have high manual dexterity.
- Reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn.

NFR complies with the Indian Preference Act. Preference in hiring is given to qualified Native Americans by the Indian Preference Act (Title 25, US Code, Sections 472 and 473). Subject to, but not in derivation of, the Act, we are an equal opportunity employer.

I have received a copy of my job description and have read and understood the job requirements, responsibilities, and expectations outlined in my position. I attest that I can perform the essential job functions outlined with or without reasonable accommodations.

Name (Print):	
Signature:	Date: